



# CHANNING HALL

## Board Meeting Minutes October 03, 2013

A regular meeting of the Channing Hall School Board was held Thursday, October 3, 2013 at 6:30 pm, located 13515 South 150 East, Draper, UT. 84020

Present: Michelle Crowley, Stephanie Frohman, Nicole Hawkins, Dawn Lords, Rachal Milford, Cynthia Thorsen,

Excused: Eunie Piper, Debra Didier

Public Present: Heather Shepherd, Amy Reading

Rachal opened the meeting and asked if there are any objections to the agenda. With no objections the agenda is approved.

Rachal asked for any objections to approve the minutes from August Board Meeting and September's Phone Conference call. With no objections the minutes are approved.

**PUBLIC COMMENT:** None

**EXECUTIVE COMMITTEE REPORT:** Rachal presented:

-She reviewed the **Channing Hall Board 2013-2014 Goals** that were set at the Board retreat in May.

**1. Redefine Public Relations committee charter**

1. PR – Dawn
2. EC – Rachal

Update: Met with Dawn and worked with her to put together committee deliverables. Decided charter did not need to be redefined at this point but need to work within the parameters of the defined and approved deliverables.

**2. Define Channing Hall funding priorities to prepare for 3-5 years of Annual Giving**

1. Strategic Planning – Stephanie
2. Finance – Debra
3. EC – Rachal

**3. Explore ideas for recurring revenue program**

1. EC – Rachal
2. Finance – Debra
3. Strategic Planning – Stephanie

Rachal sent email to Marlies Burns, she suggested we work with our respective charter association. Discussing the all day kindergarten program, there is still hope. Talked with Kim Frank (UCN). She will work with us to explore possibly changing statue and being able to reinstate CHERP and/or exploring what other charter schools are doing for additional revenue streams. Will connect again next week.

**4. Charter a board legislative committee**

1. EC - Rachal
2. Michelle

Michelle drafted the Legislative Committee charter. We are voting to approve tonight.

**5. Charter large donor committee**

1. EC – Rachal

2. Cynthia

6. **Recruit new board members.**

**-Shout Outs:** Rachal made a list of those to thank - Jacki Stout and Jessica Short for annual giving; Debra and Matt for annual report; Stacy Conologue; Ralph's Birthday

**ADMINISTRATOR'S REPORT:** Heather Shepherd presented:

**Completed Items**

**Hiring:** Attached is the full list of faculty/staff for the year. Please approve.

**Enrollment:** Historical numbers. October 1, 2013. We lost several 7th graders with Draper Park opening.

- 2007 - 638
- 2008 - 637
- 2009 - 658
- 2010 - 661
- 2011 - 668
- 2012 - 669
- 2013 - 675
- **2014 - 658**

**SAGE:** State Testing - Student Assessment Growth and Excellence- changing CRT to SAGE - looking at growth. With SAGE there will be a beginning and middle of year test for progress monitoring. They will also rework and rename UTIPS. It will be an adaptive assessment and also add a writing section. The DWA's may be phased out as a result of this.

**UCA:** The UCA (Utah Consolidated Application) is due on October 31. October approval/phone call needs to happen on October 30th at 6:30. Heather will send out the information on the 28th.

-6 schools asked to participate in a pilate program study of charter schools and success.

**Annual Giving Update:** \$75,000 and counting - Discussion of greater board involvement - debrief meeting on ways to improve considered.

**Officer Johnson:** Son Benson in 2nd grade. Our second graders reached out to him. His Grandma came to the school to acknowledge the classes efforts to reach out to family.

**\*MOTION:** Rachal entertained a motion to approve the 2013-2014 Faculty List. Stephanie moved we approve the 2013-2014 full faculty list. Dawn seconded. Unanimous, motion approved.

**STRATEGIC PLANNING:** Stephanie Frohman presented:

-She reviewed the updated Strategic Plan. Organized by guiding principles by year and projects for each year. Many new features - web-based volunteer options and in-kind donations.

-A middle school marketing plan is being discussed and ideas are being gathered to increase the social and unique experience we can provide the students. Parents can give more and be more involved. Market to 4th and 5th grade parents so they know about our middle school.

**\*MOTION:** Rachal entertained a motion to approve the Updated Strategic Plan. Dawn made a motion to approve the Strategic Plan with changes. Michelle seconded. Vote was unanimous, motion passes.

**FINANCE COMMITTEE REPORT:** Rachal and Heather presented:

Reviewed the budget with the adjusted enrollment numbers - 90k lost. Ralph had a contingency plan for budget with less enrolled students. A change in allocation for new math curriculum.

State Lands Trust money will cover Instructional Coaches portion of deficit. There is a chance that the state will give more money to education from excess in state budget.

**PUBLIC RELATIONS COMMITTEE:** Dawn Lords presented:  
She is revising deliverables with her committee and will present them soon.

**LEGISLATIVE COMMITTEE:** Michelle Crowley presented:  
\*MOTION: Rachal entertained a motion to approve the new Legislative Committee Charter. Dawn made a motion to accept the Legislative Committee Charter. Cynthia seconded. Vote is unanimous and passes.

**POLICY COMMITTEE REPORT:** Rachal Milford presented:  
She presented B/HoS-03 for review - Staff Accountability - Changes proposed, will be approved at next meeting.

**OPEN FORUM:** Executive Committee excited that there is 100% donation from Board. In strategic planning they are addressing that we are taking all reasonable measures to ensure the school is safe. Looked at bids for security system and cameras over doors. Their ideas will be presented at some points with recommendations to Heather.

Rachal entertained a motion to adjourn the meeting. Michelle made a motion to adjourn. Nicole seconded. With no objections the meeting was adjourned at 8:00 - Wahoo!!

Future Board Meetings Schedule: 1st Thursday of each month  
December 5th  
January 9th  
February 4th (1st Tuesday)  
March 6th  
April 3rd  
May 1st